

Specifications – Uniform Shredding; TDOC

I. Introduction:

This is a procurement for the Tennessee Department of Correction (TDOC) for the provision of on-site uniform shredding services.

II. Locations to be Serviced and Points of Contact

Bledsoe County Correctional Complex
1045 Horsehead Rd, Pikeville, TN 37367
Warehouse Manager
Phone #: 423-881-6222

Riverbend Maximum Security
7475 Cockrill Bend Blvd, Nashville, TN 37209
Point of contact: Michael Dunn
Michael.I.dunn@tn.gov
615-350-3737

Debra K. Johnson Rehabilitation Center
3881 Stewarts Ln, Nashville, TN 37218
Point of contact: Magdy Girgis State Property Officer
(615)741-4646
Magdy.L.Girgis@tn.gov

Turney Center Industrial Complex
1499 R W Moore Memorial Highway, Only , TN 37140
Point of contact: Brad Byrd – State Property Officer
brad.d.byrd@tn.gov
931-729-6733

Turney Center Industrial Annex
245 Carroll Road, Clifton, TN 38245
Point of Contact: Byron Griggs
byron.k.griggs@tn.gov
931-676-2958

Mark Luttrell Transition Center
6000 State Rd, Memphis, TN 38134

Point of Contact: Robert Alexander

Robert.I.alexander@tn.gov

901-379-2939

901-208-1678

Morgan County Correctional Complex

541 Wayne Cotton Morgan Drive, Wartburg, TN 37887

Point of contact: Margaret Gibson

Margaret.R.Gibson@tn.gov

423-346-1327

Northeast Correctional Complex

5249 Highway 67 West, Mountain City, TN 37683

Point of Contact: Debra L. Johnson

debra.l.johnson@tn.gov

423-727-7387 x1121

Northwest Correctional Complex

960 State Route 212, Tiptonville, TN 38079

Barbara Walley

barbara.d.walley@tn.gov

731-253-5216

III. *Contractor Responsibilities*

- 1) The Contractor shall securely shred all clothing on-site at the facility.
- 2) The awarded Contractor shall perform shredding services for all facilities listed above on a monthly basis.
- 3) All vehicles used for destruction of clothing shall have lockable cabs and lockable, fully enclosed boxes. These vehicle cabs and boxes must be locked during destruction and when unattended by employee(s).
- 4) The Contractor shall supply bins to be kept on-site at each facility being serviced (the number of bins will be determined by the facility point of contact). The quantity or location of bins may change at any time per request of agency contact.
- 5) Each bin shall accommodate between ninety to one hundred (90-100) gallons.

- 6) Respondent pricing shall be inclusive of all costs associated with services, such as the bins, transportation, destruction, and certificates of destruction. Additional fees are not permitted.
- 7) The awarded Contractor shall maintain all bins in operable condition and replace locks, lids, and handles as needed. The Contractor is solely responsible for the bins including any costs associated with repair and/or replacement.

IV. Delivery/Retrieval of Bins

- 1) The Contractor shall deliver all bins and have them available for agency use within five (5) business days of request/purchase order, unless otherwise specified and agreed upon by Agency.
- 2) Contractor delivery and retrieval of the bins shall be made during normal business hours only, 8:00 AM to 4:00 PM Monday through Friday except for State holidays, unless prior approval for other times has been obtained from the agency in writing.

V. Shredding Services

- 1) Shredding may be completed by the awarded Contractor on-site at the facility from 8:00 AM to 4:00 PM Monday through Friday, except for State holidays. Shredding outside of these hours shall have prior written approval from Agency.
- 2) The Contractor shall provide a "Certificate of Destruction" at the end of each service to the agency representative. Uniform shredding shall be completed by the Contractor prior to removal from facility property per TDOC policy 506.23.
- 3) Scheduled Service:
 - a. The Contractor shall coordinate with the State to schedule service, recurring times, and dates.
 - b. Contractor shall shred up to 5 bins at base cost; bins can be refilled while Contractor is on-site at the additional container shredding charge.
 - c. If a scheduled service is on a state holiday, the Contractor shall fulfill the Scheduled Shredding Service the next business day, unless otherwise specified and agreed upon in writing by the agency contact.

- 4) Additional container shredding charges:
 - a. Any additional bins to be shredded after the first five (5) bins (monthly) will be considered an additional container and will be charged at a separate rate than the first five (5) bins every month.

Contractor shall clean up the immediate destruction area and ensure that all loose materials are collected and removed each time destruction services are performed.

VI. Visits to Facilities

- 1) Contractors are required to sign-in and sign-out at all State facilities. Security provisions for all state facilities must be strictly observed.

All Contractor personnel shall have visible identification at all times and Contractor personnel shall be required to provide photographic identification for inspection upon entering all State facilities.

VII. Security Requirements for Correctional Facilities

The Contractor is advised that all locations listed are correctional institutions and require all Contractor personnel to strictly abide by all Tennessee Department of Correction policies and procedures at all times.

For example, Contractor's employees and vehicles are subject, but not limited, to the following:

- TDOC policy 506.06: all persons and property are subject to search. Drugs, alcohol, firearms, ammunition, explosives and weapons are prohibited. Violators will be prosecuted.
- TDOC policy 206.02: restricts and may prohibit the usage of cellular telephones at any Correctional facility. Use of cellular telephones while on state property must have the prior approval of the Warden. The Warden's decision will be based on the Contractor's need to perform his/her job responsibility. Contractors have no guarantee that approval will be granted.